

1. AIRFARE INSTRUCTIONS:

USE OF THE STATE CONTRACTED TRAVEL AGENCY - NAVIGANT IS MANDATORY FOR ALL AIRFARES!!

NOTE: HOWEVER, WHEN USING NAVIGANT - YOU HAVE CHOICES.

- You may choose to purchase Lowest Logical Airfares:
- You may choose to purchase State Contract Airfares:

In all probability, the lowest logical airfares will be the most cost effective for your agency. While use of the contract travel agency is mandatory; purchase of state contract airfares is not mandatory. While the use of the contract travel agency is mandatory, the state traveler has options for the type of airfare ticket purchased. The State always supports purchasing the “best cost” ticket. When requesting information from a state travel agent, a traveler should request the travel agent quote both the state contract airfare price (if available) and the lowest-logical airfare available. Price is a factor, but also other circumstances for each trip should be taken into consideration. The primary difference in a state contract ticket and a lowest-logical ticket is that the State Contract ticket is totally refundable and in most cases the low the lowest-logical ticket is not refundable. Also, the price of a state contract ticket is firm as long as there is a seat available on the plane. A state traveler must ask the question: Is there a likely-hood my itinerary could change or be cancelled? Based on the response to this question, one should evaluate cost and risk to determine the “best cost” ticket. Another factor to assist having a travel agent search the lowest fare is being able to advise the agent if you are flexible in either your dates or time of travel. By informing the travel agent of your “window of time” for your departure and return will assist them to search for the best price. Travelers are to seek airfares allowing an ample amount of lead time prior to departure date. The lead-time should be at least (14) fourteen days in advance of travel dates to ensure the lowest fares are available. Generally, the earlier a ticket is purchased, provides for lower airfares.

2. THE TRANSACTION FEE FOR FISCAL YEAR 2006/2007 WILL BE \$23.00, WHICH IS NOT REFUNDABLE.

3. REMEMBER: A ticket is not purchased until you confirm your reservation with a credit card! Until payment is confirmed with our travel agency, there will not be an electronic ticket issued at the airport.

Many travelers contact the travel agency to inquire about travel arrangements. If you select specific flights and dates (an itinerary) and ask the travel agent to hold that itinerary, a ticket is still not purchased. You must give specific instructions to purchase the ticket and receive a receipt which contains a ticket number to confirm that a ticket has been issued in your name.

If you purchase a non-refundable ticket, the travel agency will fax a copy of the itinerary for the traveler’s review and signature of agreement before issuing a ticket.

IF YOUR TRAVEL AGENT DOES NOT OFFER YOU BOTH STATE CONTRACT RATE AND THE LOWEST LOGICAL RATES----- ASK!

We bid our airfares with two tier pricing. “Unrestricted” which is last seat availability, and “Limited Capacity” which is restricted to a limited number of seats at a lower price. Your travel agent will advise you as to which fare is available for your flight.